



Student Liability Form

FINANCIAL RESPONSIBILITY POLICY

You are financially responsible for any equipment checked out to you. Please inspect all items as they are given to you and notify the staff of any irregularity: the staff will inspect all equipment upon return. You are responsible for all items checked out with your name and/or student ID. **You must provide a legitimate credit card number and authorize the Academy of Art University to charge your card for replacement cost of any damaged, lost equipment, or late fee before you can check out any future equipment.**

Student Name: _____ ID# _____

Card Number: _____ M/C Visa Exp. Date: _____

Cardholder Name: _____

If different from Student Name; Cardholder Signature: _____

POLICIES AND PENALTIES

Violations of policies will incur suspension of privileges and/or late charges.

Suspension of Privileges:

Checked out equipment is due at the assigned due date/time. Students who return equipment late or fail to claim reservations will be penalized. Violations are recorded and increase in severity for repeat offenses. The first violation will result in a one-week suspension from all equipment & facility privileges. The second violation will result in a two-week suspension of privileges. The third violation will be complete suspension of all privileges for the semester.

Late Charges:

Equipment must be returned on the date and time specified on the equipment check out agreement (attached) or the student will be subjected to late charges. A half days late charge will be imposed for any equipment returned two hours after the due time. A full days late charge will be imposed for any equipment not returned four hours after the time it is due. Full daily rates will also be charged for each additional day after the scheduled due date that equipment is not returned. Late charges will be based on class level. Failure to pay late charges will be documented in the student's academic record and will effect the student's enrollment agreement.

48-Hour Policy:

There is a 48-hour window in which issue room technicians will do thorough checks on returned equipment. If irregularities or damages are found during these checks the issue room will notify the responsible student within 48hours of the equipment being returned. A tech allowing you that you may leave after checking does not relieve you of responsibility for damage to the equipment.

**My signature below certifies that I have read, understood, have agreed to the policies and penalties, received this liability form and the student's policy and penalty handout, and take full responsibility for all equipment as soon as it has been checked out to me. I also understand and agree that failure to pay for any damages, loss and/or fines will effect the use of all equipment & facility privileges and my enrollment agreement with the Academy of Art University.*

Signature _____ ID# _____ Date _____